



STATE
OF
GEORGIA

233-17
Application for 7
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 4/1/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 14 1974 74-103 4/5/74	
2. Agency Application No. GFD-4		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game and Fish Division, Fisheries section 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Leon Kirkland 5. Working Title Chief, Fisheries 6. Tel. No. 656-3524	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1965-date		9. Exact Series Title FISHERIES SECTION OPERATION FILE			
10. What is the function of the office in which this record series is created? The Game and Fish Division is responsible for the identification, protection, and conservation of the fish and wildlife resources of the state, and for providing fishing, hunting, and outdoor experiences to the citizens through education, public information, and law enforcement; providing public access to and use of wildlife habitats and natural areas on both public and private lands; and preserving the environment of rare and endangered species.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). (see attached sheet)					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		15	23	FLOOR SPACE OCCUPIED (Square Feet)	(see attached sheet)
Legal-size File Drawers					In Office(s) In Storage Area(s)
				AVERAGE DAILY REFERENCES	This Year's Last Year's Preceding Year's All Prior Years
					(see attached sheet)

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|---|---|
| 13. Is this the Record Copy, of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?
(only Fisheries Section Operation Subject file) | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
(see disposition instructions) | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |

24. REQUIREMENTS. The following requires the files to be kept _____ years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

(see attached sheet)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify) _____

(see attached sheet)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3/11/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	3/13/74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-4-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-3-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	4-4-74

STATE RECORDS
COMMITTEE



Joe B. Tanner
COMMISSIONER

James H. Pittman
DIRECTOR

Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES
270 WASHINGTON ST., S.W.
ATLANTA, GEORGIA 30334
(404) 656-2795

FISHERIES SECTION OPERATION FILE

A. Fisheries Section Operation Correspondence file

Documents relating to: the operation and administration of the Fisheries section of the Game and Fish Division.

Included are: correspondence; memorandums; forms; and other general communications and documents.

File is arranged: chronologically by year; thereunder alphabetically by name, title, or subject.

Accumulation: 1 letter-size drawer per year

Daily Reference: 10, 5, 1, 0.

Disposition: Cut off files each fiscal year; hold in current files area 2 years; transfer to Records Center; hold 2 years; then destroy.

Rationale: Administrative decision. Record series has diminishing reference value after cut off.

B. Fisheries Section Operation Subject file

Documents relating to: the operation and administration of the Fisheries section of the Game and Fish Division.

Included are: correspondence; newsletters; memorandums; legislative material; minutes; budgetary and administrative documents; maintenance agreements; fish stocking lists; training programs; fishing laws; and other related documents.

File is arranged: Alphabetically by subject matter.



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COMMISSIONER

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Fisheries Section Operation Subject File (cont.)

Accumulation: 1 letter-size drawer per year

Daily reference: 10, 5, 1, 0.

Disposition: Cut off files each fiscal year; hold in current files area 1 year; retire to State Archives.

Rationale: The record series has evidential value and documents the policies, procedures, and goals of the Fisheries section and the Department.

C. Fisheries Section Project File

Documents relating to: the planning, operation, and administration of state fishery projects.

Included are: fish management studies; statistical reports; maps; pictures; graphs; progress reports; correspondence; and other communications and documents concerning specific projects.

File is arranged: Alphabetically by title of project.

Accumulation: 1 letter-size drawer per year

Daily reference: 10, 5, 1, 0.

Disposition: When project is terminated, place in inactive file; cut inactive file at end of each fiscal year; hold in current files area 1 year; retire to State Archives.

Rationale: The record series has evidential value and documents the policies, procedures, and goals of the Fisheries section and the Department.